

SANDY CITY  
APPROVED CLASS SPECIFICATIONS

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| I. | <u>Position Title:</u> Cashier (full-time or part-time benefitted) | <u>Revision Date:</u> 06/16<br><u>EEO Category:</u> Admin. Support<br><u>Status:</u> Non-exempt<br><u>Control No:</u> 30373, 40373 |
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II.    Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision and direction of the City Treasurer, processes daily transactions, receives customers, and provides other office support.

III.   Essential Duties:

**CUSTOMER SERVICE**

- Greets public at the counter, answers phones, and assists customers with requests.

**CASH HANDLING AND RELATED ACTIVITIES**

- Processes daily payment transactions for water payments, building permits, development fees, special assessments, business license fees, night drop payments, ambulance, recreation etc. Monitors for accuracy and verifies appropriate contractor business licensing where required.
- Receives daily deposits and receipts for transactions from other city departments, and confirms accuracy (balances detail with deposit slips) and posts revenues to the cash receipt system.
- Accounts for cash, balancing an assigned cash drawer against receipts and closing out the cash system daily.
- Makes daily deposit to the bank including preparing and communicating with the armored car service.
- Processes all revenues from sales and property taxes, B&C Road funds, liquor allotment, franchise tax payments, etc. through the cash system, applying them to all appropriate general ledger accounts. Assists treasurer in making sure all revenues have been accounted for and posted through cash system so amounts will be reflected in accounting records for month end closings.
- Provides petty cash to various parts of the City and performs reimbursements through Accounts Payable.
- Prepares the "Daily Cash Summary Report". Balances deposits to the day's activity and verifies correct numerical sequence of submitted receipts. Researches any irregularities and provides explanations for over and shorts. Reviews accuracy of postings to correct accounts, and carefully documents errors and corrections.
- Files and retains historical documentation for daily cash summary reports in accordance with the current Utah Municipal General Records Retention Schedule.
- Runs Day End Reports - balances drawer, deposits, runs CCS reports.
- Retrieves mailed utility payments from the Post Office and opens mail for daily processing. Processes mailed utility payment to customer accounts and prepares daily mail bank deposit.
- Provides office coverage when needed.
- Meets certified cashiering standards through City Treasurer.
- Maintains City Treasurer Certification by explaining all outages in writing that are over \$5 each day, balancing 80% of the time in a 30 day period and keeping cumulative outages to less than \$200 in a 3-month period.

**A/P AND PAYROLL CHECKS**

- Disburses payroll checks and stubs in accordance with established policy and procedures.
- Disburses accounts payable checks to vendors and city departments in accordance with accompanying instructions. Ensures that checks are distributed or picked up within one day.
- Performs payroll audits as required in conjunction with distribution of payroll checks and automatic deposit stubs.
- Maintains history files of payroll and accounts payable registers in accordance with the current Utah Municipal General Records Retention Schedule.

IV. Marginal Duties:

- Maintains water letter file for all new subdivisions with unpaid development fees.
- Researches payment and accounting problems when required.
- Notifies customers of NSF checks returned by bank, writes collection letters as necessary and works with city attorney's office on uncollectible items.
- Maintains subdivision information about special fees and requirements for obtaining building permits.
- Coordinates control of treasurer's office hand receipts; maintains log in book sequence and numerical order, including person/dept. Responsible for each book and number sequence.
- Provides assistance to accounting and accounts payable functions as required.
- Assists city treasurer in purging all historical records in accordance with the Utah Municipal General Records Retention Schedule.
- Performs other duties as assigned.

V. Qualifications:

**Education:** High school diploma or its equivalent.

**Experience:** Must have at least one year job-related experience with demonstrated competence.

**Certificates/Licenses:** A valid Utah driver's license is required.

**Probationary Period:** A one-year probationary period is a prerequisite to this position (for full-time position).

**Knowledge of:** General office principles and procedures; correct English usage, spelling, arithmetic, and vocabulary.

**Responsibility for:** Great responsibility for the care, condition and use of materials, equipment, money, tools, etc.; responsibility for the balancing of a cash drawer.

**Communication Skills:** Contacts with other departments, furnishing and obtaining information; contacts requiring tact and judgment to avoid friction; outside contact with public presenting and obtaining data; occasional contact with upper-level managers on matters requiring explanations and discussions; must have excellent written and verbal communication skills.

**Tool, Machine, Equipment Operation:** Requires regular use of a personal computer, printer, 10-key, copier, fax machine and telephone system.

**Analytical Ability:** Ability to follow written and oral instructions; establish effective working relationships with employees and the public; ability to prioritize tasks.

VI. Working Conditions:

*Physical Demands:* While performing duties of job, employee typically handles office equipment, objects, or controls; and may periodically bend, stoop or crouch. Employee frequently communicates with others. Employee will sit or stand for long periods of time and may occasionally move up to 20 pounds.

*Work Environment:* Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Moderate mental pressure and fatigue exist during an average day due to exposure to deadlines and contact with the public.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_